

METRO MANAGEMENT

DEVELOPMENT, INC.

42-25 21st Street ■ Long Island City, NY 11101 ■ 718-706-7755 ■ Fax: 718-706-7760

■ APARTMENTS ■ CO-OPS ■ CONDOMINIUMS ■ COMMERCIAL

TO: All Residents of our managed properties
RE: On Line Payment of Monthly charges

Metro Management Development Inc., as agent for the building you reside in, is pleased to announce that you now may pay on-line at our website: www.metromanagementdev.com. By enrolling in this payment option program, you will no longer need to write a check each month and mail it. All you need to do is register online via our secured portal. Currently this portal is able to provide each resident with the following functions:

- Secure Login with e-mail and password to your own account
- Up to date account transactions and balances as of the end of the prior business day.
- Secure (SSL) Online Payments via your checking/savings account.
- Setup of Balance Due reminders to your e-mail.

Residents need a valid e-mail and a copy of their most recent rent bills to create an account. The following data required for registration:

1. Your Name exactly as printed
2. Your Account #
3. Your WebReg # (located on the top part of the Stub Portion)

Please follow these Steps:

1. Click on www.metromanagementdev.com/
2. Click on the "Manage My Account" link on the bottom selection bar.
3. Click on the "Register" link located on the lower left hand side of the login box.
4. Enter the following credentials:
 - a. E-Mail Address <your valid e-mail>
 - b. Password <secure password>
 - c. Re-enter Password <secure password>
 - d. Resident Name <YOUR FULL NAME as PRINTED on the rent bill>
 - e. Billing Account #: <ACCOUNT NUMBER> e.g. 010-002
 - f. Registration # : <WebReg #>
5. Click on "Register" Button
6. An e-mail will be sent to your account requiring you to click on a link to activate your account. Once you click on that link, you will now be able to login with your e-mail/password to gain access to your account.

Now you can review your account and have the option to go in and pay your full balance due from your Checking/savings account. Every time you make a payment you will receive an e-mail confirming the transaction. You will continue to receive an invoice for your monthly charges. If funds are not available at the time your account is debited, you will be back-billed the monthly charges, including a bank fee, and late charges (if applicable). If at any time you choose to pay with an alternative method, you may do so.